

2011-2012

Student Code of Conduct



CONCORDIA
UNIVERSITY

CONCORDIA UNIVERSITY IRVINE MISSION STATEMENT

Concordia University Irvine, guided by the Great Commission of Christ Jesus and the Lutheran Confessions, empowers students through the liberal arts and professional studies for lives of learning, service and leadership.

THE GREAT COMMISSION OF CHRIST JESUS

Matthew 28:19-20

Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.

A MESSAGE FROM THE DEAN OF STUDENT AFFAIRS

August 22, 2011

Dear CUI Eagle,

The safety and well-being of each individual member of the campus community are critical to supporting Concordia University Irvine's academic mission. The University strives to create an environment that is free of acts of violence, harassment, and infringement of rights of privacy and property. As a Christian institution of higher education, we understand that respect and civility are characteristics that help build a Christ-centered community. Being an active participant of an academic community, you are expected to accept and abide by the Concordia University Irvine Student Code of Conduct.

This booklet details the Code of Conduct, which includes students' rights and responsibilities, the disciplinary process, and University policies and procedures. The University views the disciplinary process as a learning experience that can result in moral, ethical, and spiritual development and growth. In addition, the University believes that this process is the catalyst to understanding one's responsibilities and privileges with the university community and the greater society. As a Christian institution, we believe in instilling a Christian freedom. This freedom allows our students to grow spiritually, to learn to make ethical and moral decisions which affect themselves and others, and in the case of mistakes, to receive the grace which Jesus Christ has given to us abundantly.

Respectfully,



Derek Vergara

Associate Vice President of Student Affairs
Dean of Student Affairs
Assistant to the President on Campus Diversity Issues

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RIGHTS & RESPONSIBILITIES

RIGHT TO THE PRIVACY OF RECORDS

The Family Educational Rights and Privacy Act (FERPA) ensures confidentiality of student educational records and restricts disclosure to or access by third parties, except as authorized by law. A student conduct record is an educational record. Officers of the federal and state governments and representatives of accreditation agencies may have legal access to these files, as well as Concordia University officials who are required to perform duties which necessitate having access to these files.

In general, a student has the right to:

- Inspect his/her educational records within 45 days of the day the University receives a written request for access;
- Require that the University obtain his/her prior written consent before releasing personally identifiable information;
- Request that corrections be made to educational records if the student believes the records are inaccurate or misleading.

A student should submit to the Dean of Student Affairs a written request that identifies the student conduct record the student wishes to inspect. The Dean of Student Affairs will make arrangements for access and notify the student of the time and place where the records may be inspected. For access to educational records that are not student conduct records, please submit a written request to the registrar, dean or head of the academic department, or other appropriate official.

A student has the right to file a complaint with the Family Policy Compliance Office at the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. A complaint must be submitted to the Office within 180 days of the date of the alleged violation or of the date that the student knew or reasonably should have known of the alleged violation. The complaint must contain specific factual allegations giving reasonable cause to believe that a violation of the Act has occurred, and it should be forwarded to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S. W., Washington, DC 20202-4605.

RIGHT TO FUNDAMENTAL FAIRNESS

The federal and state legal systems have determined that the University disciplinary process is not a legal or criminal procedure. The University's disciplinary process is an educational, administrative review. This review may use an administrator, a panel of faculty, staff, and students, or a panel of students. In all judicial proceedings regarding a student's behavior, the student should be treated with fundamental fairness. This means that the disciplinary process of the case will be in a timely and reasonable manner. The process involves three components:

1. **Notification** — A student has the right to proper notice of the policy he/she allegedly violated and when his/her case will be heard.
2. **Right to be heard** — A student has the right to present his/her viewpoint and position, provide supporting information, and to have it considered by a University official.
3. **Information** — Decisions in a student conduct case are based on reasonable and available supporting information.

RIGHT TO NOTIFY/PARENT NOTIFICATION

Concordia University Irvine (CUI) has the right to disclose any information from the education records of a dependent student or any student who has signed a parental notification release to his/her parents or guardian. A dependent student is one designated as such on the most recent income tax return filed by the student's parents.

In addition, CUI may disclose to the parents of a student the student's violation of any federal, state, or local law or any rule adopted by CUI governing the possession or use of alcohol or a controlled substance if the student is under age 21.

Finally, the University may disclose information from the education records of a student to his or her parents in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Please review the Parent Notification Policy in the Student Handbook and on the Judicial Affairs website (<http://www.cui.edu/studentlife/judicial-affairs/>) to find out under what circumstances the Dean of Student Affairs will notify parents/legal guardians about information related to student conduct.

RIGHT OF ENTRY AND SEARCH

It is the policy of the University to ensure students such privacy in their rooms as may be consistent with the basic responsibilities of the institution to fulfill its educational goals and to conduct its day-to-day administrative operations. Authorized University personnel may enter and search residence halls, apartments, and student rooms as follows:

- a. For the purposes of health, safety, sanitation, maintenance and inspection or to show vacancies without prior notification.
- b. To stop noises from a stereo, alarm clock, or other appliance that is disrupting the environment for others in the community when the occupants are not available to take action themselves.
- c. For the purpose of investigating, when reasonable cause exists, alleged violations of University policy.
- d. To make alterations, improvements, or repairs
- e. In case of an emergency (e.g. situations that would cause destruction to property or injury to persons or self).
- f. Pursuant to a court order.

- g. When the room is believed to be abandoned.
- h. For closing periods when a building lock down is required.

In all cases, occupants will be notified in advance whenever possible.

ADMINISTRATIVE DISCRETION

The University reserves the rights to disqualify, discontinue, exclude, or involuntarily withdraw any student from the University at the discretion of the Dean of Student Affairs, or his/her designee, as deemed necessary for the safety or well-being of the student or others. The University also reserves the right to alter this handbook at any time. The current CUI Handbook supersedes all previous handbooks, and the policies expressed in the latest policy revisions will govern all student conduct issues.

Any act authorized by this Code to be performed by the Dean of Student Affairs, Associative Vice President of Student Affairs or Executive Vice President for Student and Enrollment and Services **may** also be performed by an authorized designee of the Dean of Student Affairs or Executive Vice President for Student and Enrollment Services.

DISCIPLINARY PROCESS

The University disciplinary process is a formal explanation of the rights, responsibilities, policies, and procedures for students attending and participating in the Concordia University community. Disciplinary regulations are set forth in writing in order to give students general notice of University policy regulating student conduct. These regulations should be interpreted broadly and are not designed to define misconduct in exhaustive terms.

There are two primary purposes of the disciplinary review system at Concordia University. The first is to ensure the safety of the University community and its members. The second is to promote the moral and ethical development and personal growth of each individual student. In addition to these, Concordia supports the laws of the state and nation and in cases where a student is found in violation of the law; the University reserves the right to take disciplinary action. Collectively, these purposes are best achieved in a learning environment that carefully balances the importance of student rights with student responsibilities.

Though the University disciplinary system may, at times, work collaboratively with University security or local law enforcement authorities, the University disciplinary system should not be understood as analogous to the justice system used by criminal and civil courts. The disciplinary system at Concordia University serves to promote the personal and spiritual growth of students while protecting the needs of the academic community. Disciplinary action at the University will normally proceed notwithstanding any civil or criminal proceedings.

During Fall and Spring Final Exams, the disciplinary process will be condensed in order to ensure that student conduct cases are adjudicated in a timely manner. Students will have all the rights to a fundamentally fair process (i.e. notice, a hearing, a fair decision, the option to appeal), but the adjudication process will be compressed into a few days. Extra staff will be utilized during this time to ensure that allegations of misconduct are handled expeditiously and fairly.

JURISDICTION

The Dean of Student Affairs has responsibility for all cases involving violation of University rules, regulations and policies. He or she may investigate and act on any allegation of misconduct or violation of the Concordia Code of Conduct. He or she may refer any allegation to his or her designated representative, including but not limited to the Provost, the Executive Vice President for Student and Enrollment Services, the Associate Vice President for Student Affairs, the Associate Dean of Residential Education and Services, the Director of Judicial Affairs and the Assistant Directors of Residential Education. He or she may refer any allegation to a student conduct hearing board. In his or her discretion, the Dean of Student Affairs may impose conditions on one or more students pending resolution of, or in resolution of, a particular matter. Such conditions may include: not entering or being in or on particular buildings or areas of the University, avoiding contact with a specific person or persons, receiving clearance from an authorized designee before returning to student or resident status, and such other conditions deemed appropriate. Unless issued as part of a disciplinary finding, such conditions are not disciplinary sanctions. A student who violates the terms of such conditions may be found responsible for violation of the Code and is subject to disciplinary sanction.

Specific areas of jurisdiction include:

On Campus—Generally, University jurisdiction and discipline will be limited to conduct that occurs on University premises or at events sponsored by the University.

Off Campus—Although the University is not responsible or liable for student off-campus events or behavior, it does reserve the right to take action in response to behavior off campus that violates University expectations and policies and when the University's interests as an academic community are involved. Students participating in University affiliated study abroad programs during the academic year are governed by the Student Code of Conduct and procedures set out in this Handbook. Students living off campus are expected to be a positive influence in their community and follow all applicable laws, ordinances, and homeowners' association regulations. Conduct violations occurring off-campus that 1) arise out of membership in the University community; or 2) adversely affect the University community and the pursuit of the institutional mission may also be subject to disciplinary review and sanctioning. Specifically, any violations of federal, state, or local law fall under the jurisdiction of the University.

Guests—Students may be held responsible for the conduct of guests on campus.

COMPLAINT/REPORT AND PRELIMINARY INVESTIGATION

Upon receipt of a complaint or an allegation of a violation of the Student Code of Conduct, the appropriate administrator or individual designated by the Dean of Student Affairs will conduct a preliminary investigation to determine whether there are sufficient grounds to believe that a violation of the Code of Conduct occurred. He/she will investigate the circumstances and facts of the report and determine the identity of the individuals with knowledge concerning the matter. This investigation may include discussion with faculty, staff or students. Interim sanctions (see Interim Sanctions section) may be imposed at this time.

NOTICE OF ALLEGATIONS/NOTICE OF DISCIPLINARY HEARING

If, as a result of preliminary investigation, the appropriate administrator or designated staff member determines that disciplinary action should be initiated, the student will receive proper notice of a disciplinary hearing sufficiently in advance to afford the student a reasonable opportunity to prepare a response. Notice will be sent via CUI email, letter in campus mailbox, and/or hand delivered. It is the student's responsibility to check campus mailbox and CUI email daily.

Notice will include the following:

1. Specific alleged violations of policy(s); and
2. The place and time of the hearing, or a request that the student arrange a time within a specified time period.

STUDENT CONDUCT HEARINGS

ADMINISTRATIVE HEARING

An administrative hearing conducted by one hearing officer is the most common way a student conduct case is adjudicated. During the hearing, the student has the right to hear and present information related to the disciplinary process and the allegations against him or her. If a student chooses not to schedule and/or attend a hearing, a determination is made about his or her involvement without his or her input, and the student's right to appeal is forfeited.

STUDENT CONDUCT BOARD

In cases of a highly sensitive nature, the Dean of Student Affairs, or his/her designee, may decide in the best interest of the community and the student(s) involved, that a board will investigate the information in a student conduct case, make a determination of responsibility, and assign sanctions as needed. The Student Conduct Board consists of a represented group of University faculty, staff and students selected by the Dean of Student Affairs or his/her designee. The student's right to hear and present information

related to the disciplinary process and the allegations against him or her will occur with this represented board instead of an individual administrator.

ADVISOR

The student may be advised by any person of his or her choosing during any meeting or hearing, but the advisor may not participate directly.

DECISION

Following the disciplinary hearing, the appropriate administrator or individual designated by the Dean of Student Affairs will make a finding and issue sanctions. The University will endeavor to reach a decision within 45 business days of its receipt of an allegation of a violation of the Concordia Code of Conduct. The student will receive, in writing, the decision via CUI email, campus mailbox, or hand delivery.

The University may provide written notice to a student that his or her alleged behavior may have violated the Student Code of Conduct and that, if repeated, such behavior will be subject to the disciplinary process. The prior alleged behavior as detailed in the written notice may be considered in a subsequent disciplinary action.

DISPOSITION OF APPEALS

The appeal process exists to review the appropriateness of initial decisions. Beyond not liking the original decision or sanctions assigned, those appealing should have a defined rationale, and articulate that clearly. Appeals will be denied if they do not clearly reflect one or more of the following circumstances:

- A procedural error was prejudicial to the rights of the student;
- The sanction is inappropriate; or
- New information is available which was not available at the time of the disciplinary hearing, and which would have substantially affected the decision.

Students should submit a typed letter of appeal to the staff person designated within the decision letter. The appeal letter may be submitted in person or via the staff member's provided email address. If a student is unable to contact the designated staff member, he or she may submit a typed letter to the Dean of Student Affairs or the Director of Judicial Affairs. Appeals must be received within ten days of the date on the decision letter. Students will have only one opportunity to appeal. Students who do not schedule and attend a disciplinary hearing forfeit the right to appeal a decision.

APPEAL REVIEWS

Appeals are conducted through an administrative hearing or a board hearing. The appointed Appeals Officer, or his/her designee, reserves the right to determine if an appeal will be presented to the Student Conduct Appeals Board or remain an administrative appeal. Upon review of the case, the appeals officer or appeals board may:

- Affirm, modify, or reverse the findings of responsibility.
- Affirm or modify, either to increase or decrease, the sanctions imposed.

In all cases, whether adjudication is administrative or board hearing, students are expected to comply with sanctions while an appeal is pending, unless a request for a stay of sanctions (postponement) has been submitted in writing and that request has been granted.

ADMINISTRATIVE APPEALS HEARING

Administrative hearings are most common and are adjudicated by one appeals officer or his/her designee. The appeals officer, or his/her designee, will endeavor to provide the student with a decision within 30 days of the receipt of the filing of the appeal. The decision will be communicated to the student via CUI email, letter in campus mailbox, hand-delivered letter, phone or combination of these means.

STUDENT CONDUCT APPEALS BOARD

The Student Conduct Appeals Board consists of a represented group of University faculty, staff and students selected by the Dean of Student Affairs or his/her designee. The Student Conduct Appeals Board holds the right to establish whatever rules and guidelines it deems appropriate for any given hearing but does not have the authority to interpret or modify University policy or the Concordia Code of Conduct.

The Executive Vice President for Student and Enrollment Services and the Dean of Student Affairs oversee the student appeal process and review all appeals regarding the interpretation of the Concordia Code of Conduct and all student policies.

SANCTIONS/DISCIPLINARY ACTION

The action which may be taken as a consequence of violating the Concordia Code of Conduct ranges from imposition of a traditional sanction to the development of a creative way to assist the student in learning from the experience. Any combination of the following actions may be taken as deemed appropriate by the hearing officer or student conduct board:

1. Expulsion from the University

Students may be permanently expelled from the University. Students having been expelled from the University may not enter the campus without consent from the Dean of Student Affairs or his/her designee.

2. Suspension from the University

Students may be suspended from the University for a stated period of time. During this period, the student may not enter the campus without consent from the Dean of Student Affairs. The purpose of this period is for students to focus on making behavioral changes that will allow them to successfully return to the campus community. Accordingly, the Dean of Student Affairs, or his/her designee, may set conditions for the successful re-admittance to the University.

3. **Deferred Suspension from the University**

Students may receive deferred imposition of a disciplinary suspension from University. The deferment is conditional upon the student's not violating the Concordia Code of Conduct during the period of deferment; an additional violation of the Code would result in immediate imposition of the suspension.

4. **University Probation**

Students may be placed on student conduct probation for a specified period of time. During this time, further violations of the Concordia Code of Conduct may result in the student's suspension or expulsion from the University.

5. **Expulsion from the Residence Halls**

Students may be permanently expelled from the residence halls through the termination of their Housing License Agreement. Students expelled from the residence halls may neither reside in nor visit campus residence halls.

6. **Suspension from the Residence Halls**

Students whose conduct clearly demonstrates unwillingness or inability to function appropriately in the residential living situation may be suspended from the residence halls through the termination of their Housing License Agreement for a stated period of time. During this period, the student may neither reside in nor visit campus residence halls. Conditions for readmission may be required.

7. **Deferred Suspension from the Residence Halls**

The University may implement deferred imposition of a disciplinary suspension from the residence halls. The deferment is conditional upon the student's not violating the Concordia Code of Conduct during the period of deferment; a violation of the Code would result in immediate imposition of the suspension through the termination of their Housing License Agreement.

8. **Residential Reassignment**

Students may receive a mandatory change of residential assignment within the University's residential community for inappropriate behavior in the residential living situation. Further inappropriate behavior may result in suspension from the residential system.

9. **Residential Probation**

Students may receive a status that may be imposed for behavior that indicates unwillingness or inability to accommodate the regular demands of residence living. Failure to comply with the terms and conditions of the probation, or additional behavior in violation of the Concordia Code of Conduct during the probationary period, will result in more severe disciplinary action.

10. Warning

The University may give a written notice indicating that specific behavior or activity is not compatible with the Concordia Code of Conduct. The student is officially warned in writing that further unacceptable behavior will result in more serious disciplinary action.

11. Reimbursement

The University may want a reimbursement for actual damage to, destruction of, or misappropriation of University property, or the property of any person.

12. Imposition of Fine

Students may be required to pay a specific sum of money imposed as consequence for a violation of the Code. Imposition of this sanction shall be with due regard to the financial resources of the student and to the reasonableness of the sanction in a given case. The fine cannot exceed \$2,500.

13. Educational Sanctions

Students may be required to perform community service, write a paper, complete an on-line educational course, or any other activity deemed appropriate for the violation of the Concordia Code of Conduct.

14. Drug and Alcohol Class

Students may be required to attend an educational class concerning the risks associated with drugs and alcohol. Following this class, students may be required to meet with a staff member to assess the learning outcomes that occurred from attending the class. Students will be responsible for all associated fees and costs.

15. Loss of Privileges

Students may lose privileges such as participation in University activities and events, including athletic or non-athletic activities; holding office or participating in student activities or organizations; visitation; leadership opportunities; campus employment; parking; wet-room privileges or other loss of privilege deemed appropriate to the violation of the Concordia Code of Conduct.

16. Impounding of Prohibited Materials or Items

The University may impound materials specifically prohibited by law or the rules and regulations of the University. The University may impound items used in a dangerous manner or in violation of the rules and regulations of the University. The sanction may provide that once items are impounded, the student will lose all further privileges of use or possession of such items or similar items on University property permanently or for a stated period of time.

17. Referral

Students may receive a referral to an agency specializing in the assessment of drug and alcohol abuse as a condition of any of the sanctions listed above. Students will be responsible for all associated fees and costs.

18. Referral (Domestic Abuse)

Students may receive a referral to an agency specializing in the assessment and evaluation of behavior involving issues of domestic abuse as a condition of any of the sanctions listed above. Students will be responsible for all associated fees and costs.

19. Referral (Mental Health)

A referral to an agency specializing in the assessment and evaluation of behavior involving issues of mental health may be required as a condition of any of the sanctions listed above. A student may be responsible for all associated fees and costs.

20. Record Hold

Students may receive a hold placed on a student's records when he/she fails to complete an assigned sanction, disabling the student from enrolling in classes or receiving transcripts or diplomas.

21. Denial of University Recognitions

Students may receive denial of credit, grade, honors; denial of graduation, diploma or degree; imposition of a grade of failure for any course or program of the University; revocation and withdrawal of credit, grade, honors, diploma or degree previously credited, awarded or conferred.

22. Other Experiences

The University may assign sanctions not here identified following consultation with the Executive Vice President for Student and Enrollment Services.

INTERIM SANCTIONS

If, in the judgment of the Dean of Student Affairs, or his/her designee, the health, safety, or welfare of the University community or the preservation of academic integrity requires action prior to the final determination, the Dean of Student Affairs, or his/her designee, may impose an interim sanction. This may include suspension from the University or the imposition of specific conditions or restrictions on the student. If such sanctions are imposed prior to his or her having received notification of the complaint, the student will be given the opportunity to respond to the complaint within one day. The continuation, modification, or rescission of an interim sanction will rest in the discretion of the Dean of Student Affairs. The student may appeal an interim sanction imposed by the Dean of Student Affairs to the Executive Vice President for Student and Enrollment Services. The decision of the Executive Vice President will be final.

1: ACADEMIC HONESTY

All courses and academic work at Concordia University seek to empower students for independent learning, resourcefulness, clear thinking and perception. All submitted work and activities should be genuine reflections of individual achievement from which the student can derive personal satisfaction and a sense of accomplishment. Plagiarism and cheating subvert these goals.

1:1 PLAGIARISM

Plagiarism may be unintentional or intentional. Both are serious academic violations. A respected writing handbook describes academic dishonesty and plagiarism in the following way:

While there are many ways to damage academic integrity, two that are especially important are inaccurate to incomplete citation of sources—also called unintentional plagiarism—and plagiarism that is deliberately intended to pass off one writer's work as another's (Andrea A. Lunsford, *The St. Martin's Handbook* 283).

The Scott Foresman Handbook for Writers by M. Hairston, J Ruskiewicz and C. Friend, has some specific advice for using the internet.

The basic rules of scholastic honesty still apply in electronic environments. (Students) may not copy and paste information from a Web site, listserv, newsgroup or other electronic source to (their) own project without fully documenting that material. Nor may (they) call it (their) own because (they) have altered it in some minor way (748).

1:2 MULTIPLE SUBMISSION

Another kind of dishonesty occurs when students submit work they have completed in one course to meet requirements in another course. Students should always obtain permission from their instructor before using work completed in one course to meet requirements in another.

1:3 FALSIFICATION

A third kind of academic dishonesty is submitting another student's work as one's own. The same applies to purchasing essays or other academic materials in order to submit them as one's own work.

WHAT HAPPENS WHEN DISHONESTY IS FOUND IN A STUDENT'S ACADEMIC WORK?

Concordia reserves the right to utilize electronic means to help prevent plagiarism. Students have been informed in the Student Handbook and should recognize that all assignments are subject to submission for textual similarity review to Blackboard [SafeAssign](#). Assignments submitted to this website will be included as source documents in Turnitin's restricted access database solely for the purpose of detecting plagiarism in such documents.

The specific procedures for all suspected instances of academic dishonesty are as follows:

1. The faculty of each academic school at Concordia University will agree upon appropriate actions to be taken when a student is guilty of academic dishonesty. Depending upon the nature of the dishonesty, actions might include a failing grade for the assignment, or a failing grade for the course, or expulsion from a School's program.
2. Instructors will write clear syllabus and assignment standards so that students can avoid both unintentional and intentional academic dishonesty. Instructors will also communicate the sorts of penalties that the School typically applies to academic dishonesty.
3. All suspected instances of academic dishonesty in a course (and in other academic activities like President's Showcase) will be reported by the faculty member to the Dean of the School in which the course or activity resides. This notification will take place within a week of the determination that dishonesty has occurred.
4. The School Dean will double check that this is an actual case of academic dishonesty and then will reach agreement with the faculty member concerning an appropriate course of action that should be taken with the student. When academic dishonesty has occurred, the School Dean also informs the Dean of Student Affairs so that any nonacademic aspects of the dishonesty can be handled according to Student Affairs policies. The practice of reporting to the Dean of Student Affairs also ensures that persisting patterns of deceit in a student's work will be noted and addressed.
5. Students will be informed of the detection of dishonesty in at least one of several different ways, and the notification will take place within one week of the determination that dishonesty has occurred. The faculty member will choose one of the following options with regard to student notification.
 - a. At a face-to-face meeting that respects the student's privacy, the faculty member informs the student that dishonesty has been discovered in the student's work.
 - b. In a one-on-one live telephone call that respects the student's privacy, the faculty member informs the student that dishonesty has been discovered in the student's work.

- c. The faculty member may choose to leave a phone message or an email message for the student, but, out of respect for the student's privacy, the message will communicate only something like the following message: "An issue has arisen regarding your course [or assignment or activity] evaluation in [course prefix & number or other academic activity], and a note has been placed in your file. If you would like an explanation, please contact me by phone, or make an appointment to see me, at your earliest convenience."
6. The student may respond to the faculty member's message in one of several different ways:
- a. The student may ignore the faculty member's notification and thereby forfeit any opportunity for dialog or appeal.
 - b. The student may directly or tacitly acknowledge his or her dishonesty and accept the specified penalty.
 - c. Just as students have a right to appeal any decisions concerning their academic work, so they have a right to initiate an appeal when notified that academic dishonesty has been discovered in their work. Appeals begin with an appeal to the Dean of the School in which the course or activity is located. Appeals can also, when necessary, be carried on to the Office of the Provost. Students can ask the Office of the Dean of Students to guide them in pursuing any appeals process. Final decisions concerning any appeals of academic decisions lie with the Deans and the Office of the Provost.

EVALUATION

The student government, Student Senate and Dean of Student Affairs shall seek out evaluative comments each year from members of the Concordia community.

ADJUDICATION

The Office of the Provost or his/her designee adjudicates violations of the Academic Honesty policy. Therefore, the procedures described on page 6 of this document may not apply to violations of this policy.

WORKS CITED

Hairston, Maxine, John Ruszkiewicz and Christy Friend. *The Scott Foresman Handbook for Writers*, 7th Edition. Upper Saddle River: New Jersey: 2003.

Lunsford, Andrea A. *The St. Martin's Handbook*, 6th Edition. Boston: 2008.

2: ALCOHOL

The goals of CUI's policies regarding alcohol use are to prevent underage drinking and to promote individual accountability, moderation, and safety for those of legal age who choose to drink. Additionally, CUI works to provide a college atmosphere free of coercion for those who choose not to drink and to maintain an environment that minimizes the effects of alcohol abuse and associated problem behaviors.

Concordia University complies with the laws of the State of California. Important parts of those are summarized below:

- No person may sell, furnish, or give alcoholic beverages to a person under the age of 21, and no person under the age of 21 may purchase alcoholic beverages.
- It is unlawful for a person under the age of 21 to possess alcoholic beverages on any street or highway or in any public place or in any place open to public view.

The University further specifies:

1. **Disposal of Alcohol.** Staff members may require residents to dispose of alcoholic beverages if the possession of the beverages is a violation of State law or University policies. Staff members may also confiscate alcoholic beverages if disposal is not possible or warranted. Confiscated alcohol will be kept in the Office of Residential Education and Services or the Judicial Affairs Office.
2. **Parent Notification.** Parents/legal guardians will be notified of any student under the age of 21 at the second known violation of the alcohol policy, so long as the first violation did not involve a threat to the health and safety of the student and/or others.
3. **Seeking Medical Attention.** In cases of intoxication and/or alcohol poisoning, health and safety are the primary concerns. Individuals are strongly encouraged to call for medical assistance for themselves or others who may be dangerously intoxicated. No student seeking medical treatment for alcohol or other drug use will be subject to University disciplinary action for the sole violation of using alcohol or other drugs so long as the student completes all education and counseling programs recommended by the University. This policy extends to a student seeking help for another student.

When there is a question of sexual abuse or assault in a situation involving alcohol or drugs, the student who was sexually abused or assaulted is not subject to discipline under the University's alcohol and drug policies.

2.1: ELIGIBILITY

All residents and their guests must be 21 years of age to possess, transport, store, or consume alcohol. Storage of alcohol in a room where a minor resides is prohibited in the residence halls.

2.2: ELIGIBILITY IN THE RESIDENCE HALLS

Students who make the choice to consume alcohol and wish to do so on-campus must adhere to the following guidelines:

- Only persons 21 years of age or older are allowed to consume alcoholic beverages on campus.
- Students must complete and follow the instructions on the “Application for Drinking Privileges” and receive approval from the Office of Residential Education and Services. Approved applicants receive on-campus drinking privileges and a drinking I.D. sticker. Drinking privileges must be renewed yearly. Those who consume alcohol before their drinking privileges have been approved or renewed will be in violation of this policy.
- Those with drinking privileges may consume alcohol in “Wet Rooms” only. A wet room is defined as any residential room in which all residents are of legal drinking age and all residents have received on-campus drinking privileges. All those present must adhere to policies governing noise and other common courtesies. Alcohol consumption is not permitted in any non-residential or public areas within the University.
- Those students with authorized drinking privileges that choose to play “drinking games” are reminded to be mindful of the impact such games can have on safety, noise levels, and other problematic behaviors.

2.3: OPEN CONTAINERS

No one, regardless of age, may have an open container of alcohol (e.g., can, bottle, cup) in a public area (including grounds, parking lots, quads, outdoor walkways and patios/balconies) at any time.

2.4: COMMON SOURCES OF ALCOHOL

Kegs (including those which are empty or untapped), party balls, bulk sources of alcohol, or any item used to facilitate the rapid consumption or distribution of alcohol are not permitted. Alcohol may not be manufactured or produced. Those students with authorized drinking privileges that choose to play “drinking games” are reminded to be mindful of the impact such games can have on safety, noise levels, and other problematic behaviors.

2.5: PERSONAL/GUEST BEHAVIOR

Obvious intoxication is not permitted in the University community. The consumption of an intoxicating beverage is not considered an excuse for irresponsible behavior. Individual residents are responsible for their own actions as well as the actions of their guest(s).

2.6: IRRESPONSIBLE DRINKING (ON & OFF CAMPUS) AND EXCESSIVE USE

Irresponsible drinking on or off campus, especially when it directly affects the individual and members of the Concordia University community, will not be tolerated. Those of legal age are reminded to act responsibly when drinking at restaurants, bars, clubs, and parties held off campus. Drinking and operating a motorized vehicle is against the law and will not be condoned by the University.

Depending on the circumstances of an incident, students may face more severe sanctioning for possession or use of an excessive amount of alcoholic beverages. What is considered “excessive” will be determined by University officials, which includes Resident Assistants, Assistant Directors of Residence Education, Director of Housing Services, Director of Judicial Affairs, Associate Dean of Residential Education & Services, the Dean of Student Affairs, and other University officials.

In keeping with the University’s commitment to safety and education, students who engage in irresponsible drinking, which includes possessing or using an excessive amount, may be required to have an evaluation completed by a member of the Counseling Center and/or attend a class on alcohol education.

2.7: PROVIDING ALCOHOL TO MINORS

Providing alcohol to minors is a serious breach of State law and University policy. Students who are found to have provided alcohol to minors, including hosting alcohol parties with or for underage individuals, will face severe disciplinary sanctions and may be dismissed from the University.

2.8: SAFETY

The inability to exercise care for one’s own safety or the safety of others due in whole or part to alcohol consumption is a violation of policy.

2.9: COLLECTIONS/DISPLAYS

Alcohol container collections, including those intended for trash or recycling bins, and/or displays (empty or unopened) are not permitted.

3: ASSENT TO VIOLATIONS

Everyone in a community has responsibility to maintain the safety and well-being of the individuals in the community, to maintain the condition of the facility, and to take initiative and action if the violation of any policy should come to his/her attention. Students not actively involved in conduct violations, but assenting to them, will be subject to the disciplinary review and sanctions (e.g., a student who is not drinking, but in a location where an alcohol violation is occurring, will be held accountable for an alcohol policy violation).

4: ANIMALS

Two types of animals are permitted on campus:

- In the residence halls, fish are permitted in a tank no larger than 10 gallons.
- Service animals that have been approved by the Dean of Student Affairs, or his/her designee.

All other animals are not permitted.

5: BICYCLES

Cycling is done at a student's own risk. A student may be held responsible for recklessness and/or injuries to others. Concordia is not responsible for injuries suffered while cycling or injuries caused by cyclists.

Cyclists are encouraged to wear protective gear. All bicycles must be secured and locked in designated bicycle racks and may not be parked or left unattended in such a manner as to constitute a hazard to other persons. Riding bicycles in Concordia buildings is prohibited. Storage of bicycles in hallways, apartments and resident rooms is prohibited.

6: COMMUNITY SOCIAL MISCONDUCT

Community social misconduct is defined generally as any act(s) that threatens or disrupts the well-being of the community, its integrity and Christian values, or the well-being of any member of the community and guests. The University reserves the right to confront behavior that is detrimental to the student, infringes upon the rights and sensitivities of others, or detracts from any student's ability to benefit from an environment that is conducive to the academic, emotional, social, and spiritual growth. University staff may ask any resident or guest to leave the premises if he/she feels such action is necessary.

6.1: MUTUAL RESPECT

Students are expected to be respectful of the individual rights and freedoms of others within the CUI community, including faculty, staff, and other students. If a shared sense of understanding does not exist between community members, students are still expected to exhibit an outward sensitivity to the inherent diversity within the CUI community.

6.2: PRANKS

Students who participate in any activity on or off campus that threatens and intimidates and/or endangers the health, physical, or emotional well-being of a community member; results in damage, malicious or non-malicious vandalism, or general disregard for University or private property; or involves a violation of University policy is strictly prohibited.

6.3: INAPPROPRIATE, LEWD, INDECENT, OR OBSCENE BEHAVIOR OR LANGUAGE

Inappropriate, lewd, indecent, or obscene behavior or language will not be tolerated. This includes but is not limited to the possession or display of derogatory racial/ethnic material on University property, including on computers.

6.4: THROWING OBJECTS

Thrown objects have resulted in physical harm, property damage, and an unclean environment. At no time shall any article be thrown or dropped from windows, roofs or balconies; nor may they be thrown at people or buildings.

6.5: SPORTS

Sports activities are allowed only in designated recreational areas.

6.6: DISRUPTIVE BEHAVIOR

Interfering with or disrupting authorized University activities is strictly prohibited.

7: DINING FACILITIES CONDUCT

Students will be held personally and/or financially accountable for the following violations:

1. Use of another student's meal card;
2. Transferring use of your meal card to another student;
3. Taking food and/or University-owned property without permission from the manager of the dining facility; and
4. Obtaining entrance or assisting others in obtaining entrance to the dining facility without a valid meal card or without paying the cashier.

8: DRUGS

Students who possess, procure, consume, transfer, or use illegal drugs, including medicinal marijuana or drug-related paraphernalia, are subject to University disciplinary action and criminal action under State and/or Federal law. Using prescription drugs in a manner that is inconsistent with a physician's directions is prohibited. Possession of drug paraphernalia is also prohibited. Drug paraphernalia includes but is not limited to items such as roach clips, bongs, hookah pipes, shisha pipes, any type of water pipe, or any object filled with water through which smoke is drawn.

See the Judicial Affairs website (<http://www.cui.edu/studentlife/judicial-affairs/>) for more information regarding medical marijuana.

8.1 SEEKING TREATMENT

If the University has reason to believe that a particular student has a problem with any form of drugs, the individual will be encouraged to acknowledge the problem and seek help. If the individual refuses to admit to the problem, the University may require that the individual receive a formal assessment to determine the level of use and/or abuse and the appropriate level of treatment. This assessment will be at the student's expense. Individuals wishing to privately receive such an assessment are encouraged to contact the Wellness Center for a referral.

8.2 SEEKING MEDICAL ATTENTION

In cases of an overdose or adverse reaction, health and safety are the University's primary concerns. Individuals are strongly encouraged to call for medical assistance for themselves or others who may be in danger. No student seeking medical treatment for alcohol or other drug use will be subject to University disciplinary action for the sole violation of using alcohol or other drugs so long as the student completes all education and counseling programs recommended by the University. This policy extends to a student seeking help for another student.

When there is a question of sexual abuse or assault in a situation involving alcohol or drugs, the student who was sexually abused or assaulted is not subject to discipline under the University's alcohol and drug policies.

8.3 PARENT NOTIFICATION

Parents/legal guardians of any student under the age of 21 will be notified at the first known violation of the drug policy.

9: FIRE SAFETY

9.1: ALARMS AND EVACUATION

All persons are required to evacuate during every fire alarm. Entry into a building is prohibited while an alarm is sounding. If a resident accidentally sets-off the fire alarm, please call Security at extension 6718 as soon as possible. Any person initiating a false fire alarm, activating a sprinkler system, or violating any provision of the State Fire Codes is subject to damage charges, civil prosecution and severe disciplinary action. Those who cause a fire or activate a sprinkler system, though it may be unintentional, will be held financially responsible for repair or damages. If it is not possible to determine who is responsible for this violation, all associated fees may be divided equally among the residents of the hall/apartment.

9.2: SAFETY PRECAUTIONS AND PROHIBITIONS

1. Incense, candles, open flames, open coil devices and fog machines are prohibited in the residence halls;
2. No materials (cloth, paper, etc.) shall be placed over light bulbs for any reason;
3. All lighting (including halogen lamps) in housing facilities must be UL-approved. Use of halogen lamps is discouraged based upon the potential fire hazard associated with improper use;
4. Flammable/explosive liquids cannot be stored in residence halls;
5. Possession and use of firecrackers or any other explosive is prohibited;
6. No items may touch, obstruct, or be hung from sprinkler heads;
7. Hallways and fire exits may not be blocked in any manner;
8. All extension cords and power strips used in the residence halls must be the LCDI type (Leakage Current Detection and Interruption);
9. Extension cords and power strips may not be connected to one another.

NOTE: It is imperative that you notify the Office of Residential Education and Services any time you feel your fire equipment/alarms are not functioning properly. Residents are encouraged to decorate their living environment with attention to fire safety.

9.3: TAMPERING WITH SAFETY EQUIPMENT

It is against University regulations, and federal and State laws, to tamper with sprinklers, heat detectors, smoke alarms/detectors, elevators, AED units, door/hardware/closing mechanisms, fire alarm systems, fire hoses, fire extinguishers, pull stations, and fire doors. Tampering includes, but is not limited to: removing batteries of any alarm system; disconnecting wiring of any alarm system; muffling the sound of any alarm system; removing hardware from fire doors to prevent proper latching/closing; propping fire doors open

10: GAMBLING

All gambling is prohibited by the University.

11: GUESTS

Concordia University permits students the privilege of hosting guests in the residence halls. A foundation of this guest policy is that guests are only permitted with the consent of a resident's roommate(s). A resident's ability to host guests is, in fact, a courtesy extended by a roommate or roommates. Overnight guests of the same gender are permitted. Students are expected to communicate with each other to work out arrangements for guests within a shared room, suite, or apartment. Members of the Residential Education staff are available to assist students who may require support or guidance in working with a roommate about the presence of guests in their shared accommodations, and especially in cases where a roommate displays a lack of consideration for others or abuses the privilege of hosting guests.

For the purposes of this policy, a resident is a student who is assigned to a room, suite, or apartment in the Concordia University residence halls. A guest is an individual who is not assigned to said resident's room, suite, or apartment. An overnight guest is a person of the same gender as the resident host and who visits during Privacy Hours (see Privacy Hours policy).

Generally, residents must accompany their guests at all times. Students are able to have overnight guests of the same gender stay with them up to seven times per semester (the maximum duration of any visit is two nights). Each student is allowed no more than three guests at a time in Concordia residences, unless prior approval has been obtained from the Office of Residential Education and Services. Guests may not sleep in public or common areas and must have identification on them at all times.

Guests are expected to respect and comply with all rules and regulations while in or around the residences. At all times, residents are responsible for the conduct and activity of their guests, including any damage caused to University property and violations of the Concordia Code of Conduct.

No overnight guests are permitted during the first two weeks of the academic year, and during final examination periods.

Concordia University reserves the right under Section 602L of the California Penal Code to require any person to leave the University property and authorize to any person(s) a "persona non grata" (Not welcome) status. Anyone refusing to cooperate with such a request is subject to arrest and removal from campus. The University also reserves the right to request assistance from public authorities for repeat offenders or for noncompliance.

12: HARASSMENT

Concordia University will not tolerate any form of harassment. Harassment is the use, display, or other demonstration of words, gestures, imagery, or physical materials, or the engagement in any form of bodily conduct, on the basis of race, color, national or ethnic origin, alienage, sex, religion, age, sexual orientation, or physical or mental disability, that has the effect of creating a hostile and intimidating environment sufficiently severe or pervasive to substantially impair a reasonable person's participation in University programs or activities or use of University facilities. Those people involved in harassment will face disciplinary action.

13: HAZING

Acts required as a condition of membership or initiation whether voluntary or involuntary that 1) endangers the mental, emotional, or physical health or safety of a student, 2) compromises the ability for students to function socially or to conduct studies, or 3) results in the destruction or removal of public or private property are prohibited.

Hazing includes, but is not limited to:

1. All forms of physical activity deemed dangerous or harmful;
2. The application of foreign substances to the body;
3. Scavenger hunts involving illegal activities, kidnapping, or ditching a member of the community;
4. Depriving students of sleep;
5. Not providing decent and edible foods;
6. Depriving students' means of maintaining personal hygiene;
7. Forcing, coercing, pressuring, or requiring students to consume alcohol, or foreign or unusual amounts of substances;
8. Nudity or forcing students to dress in a degrading manner;

Psychological hazing: any act which is likely to compromise the dignity of a student; cause embarrassment or shame to a student; cause a student to be the object of ridicule or malicious amusement; or inflict psychological or emotional harm

14: HOUSING/RESIDENTIAL POLICIES AND GUIDELINES

All Housing regulations and policies regarding student behavior are inherent under the Student Code of Conduct. Therefore, violations of Housing guidelines addressed in other sections of this Handbook, the Housing Handbook and/or the Housing License Agreement will be enforced as part of the Concordia Student Code of Conduct.

Specifically, Concordia University requires all full time students who will be 21 or younger as of August 22, 2011 to live in on-campus housing. Students who will be 21 and under who desire to reside off-campus must appeal this requirement. Additional information regarding the appeals process can be obtained by contacting the Office of Residential Education and Services after May 1, 2011. Appeals must be submitted prior to August 6, 2011 for consideration.

15: INAPPROPRIATE COMMUNICATION AND PUBLICATION

Students will be held accountable for statements, photographs, videos and publications made in printed or electronic form that are inconsistent with the Student Code of Conduct (i.e., MySpace, Facebook, blogs, etc.).

16: MOTOR VEHICLES

Gasoline powered motor vehicles, including mopeds, scooters, and motorcycles, are to be parked, stored or driven only in designated areas (public lots and roads) and not in the housing community. Private vehicles are not permitted inside the housing community or on any unpaved surface at any time.

17: NOISE

Anytime individuals live together in a community, a reasonable level of noise is expected. However, loud or disturbing sounds, such as but not limited to yelling, stereos, television, video games, bass, musical instruments, which interfere with others' ability to sleep, study, or work are prohibited.

17.1: QUIET HOURS

Each night between 10:00 p.m. – 10:00 a.m. a greater degree of quiet is expected during "Quiet Hours". The right to quiet supersedes the privilege to make noise, even outside of the designated hours of 10:00 p.m. – 10:00 a.m.

17.2: FINALS WEEK QUIET HOURS

24-hour quiet hours are in effect throughout final exams. The Residential Education and Services office will designate and publicize the days/times when 24-hour quiet hours begin and end.

17.3: AMPLIFIED SOUND

With appropriate approval from the Office of Residential Education and Services and advance notice to the residential community, events may be scheduled that will result in a higher than normal noise level in the community.

Students are not permitted to direct stereo speakers or other amplification devices facing out of open windows.

17.4: SELF-REGULATION

Although students are encouraged to first address noise issues with each other before requesting staff assistance, it is an individual's responsibility to regulate his or her noise level and not wait to be asked or told to reduce noise levels.

18: NONCOMPLIANCE WITH UNIVERSITY PERSONNEL

Residents and their guests must cooperate with University personnel who are acting in the performance of their duties. This includes, but is not limited to, interactions with all Faculty, Residential Education and Services staff (professional and student staff), Dining Service staff, Facilities staff, and Campus Safety staff.

Concealment of violations negatively impacts the community. If concealment should occur, you may be considered an accomplice to the violation and be subject to disciplinary action. Report any violations to the Office of Campus Safety, the Office of Residential Education and Services, the Dean of Student Affairs, or any University office.

The following behavior will not be tolerated:

- Failure to comply with the summons of a University official;
- Failure to fully disclose all information to a University official during an investigation or the disciplinary process;
- Falsification, lying, hiding, distortion, or misrepresentation of information relevant to or requested in connection with and during an investigation or the disciplinary process;
- Disruption or interference with the orderly conduct during an investigation or the disciplinary process, including abusive behavior and/or language and refusing entry by a University official into a residence hall room;
- Noncompliance with verbal or written directives or sanctions issued during the disciplinary process;

19: PRIVACY HOURS

The primary purpose for privacy hours is to ensure that privacy is maintained within the residence halls. During privacy hours, students of the opposite gender are not allowed to visit inside residence hall rooms/apartments. Privacy hours are as follows:

Sunday through Thursday: Midnight – 8:00 a.m. **(12:01 Sunday until midnight Friday)*

Friday and Saturday: 2:00 a.m. – 8:00 a.m. **(12:01 Friday until midnight Sunday)*

Holidays and School Break Periods: 2:00 a.m. – 8:00 a.m.

**exact days/times*

Students in any given room or apartment may desire privacy beyond these hours. These students may establish more restrictive hours through their roommate agreement. Twenty-four hour co-ed visitation is allowed in the residence hall lounges.

20: SEXUAL MISCONDUCT

Sexual misconduct includes, but is not limited to: inappropriate sexual behavior, sexual harassment, nonconsensual sexual intercourse (or attempts to commit same), sexual exploitation, and nonconsensual sexual contact (or attempts to commit same).

20.1: Sexual Harassment

Concordia University Irvine is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an environment free from sexual harassment. Sexual harassment is contrary to the religious and moral tenets of the university. Every member of the university community should be aware that the university is strongly opposed to sexual harassment, and that such behavior is prohibited both by law and by university policy. The university will respond promptly and effectively to reports of sexual harassment and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

DEFINITION OF SEXUAL HARASSMENT

Concordia University Irvine defines sexual harassment as including the following behavior:

1. Unwelcome sexual advances; requests for sexual favors; unwelcome touching, fondling, visual display and all other verbal, nonverbal, or physical conduct of a sexual nature, when
 - a. submission to such conduct is made, either explicitly or implicitly, a term or condition of instruction, employment, or participation in any university program or activity;

- b. submission to or rejection of such conduct by an individual is used as the basis for evaluation in making academic or personnel decisions affecting such individual, or as the basis for decisions affecting such individual's participation in any university program or activity; or
 - c. such conduct has the purpose or effect of creating a hostile and intimidating environment sufficiently severe or pervasive to substantially impair a reasonable person's participation in university programs or activities, or use of university facilities.
2. Some examples that may constitute sexual harassment include:
- a. Making sexual propositions or pressuring students for sexual favors;
 - b. Touching of a sexual nature;
 - c. Displaying or distributing sexually explicit drawings, pictures, or written materials;
 - d. Performing sexual gestures or touching oneself in front of others;
 - e. Telling sexual or dirty jokes;
 - f. Spreading sexual rumors or rating other students as to sexual activity or performance;
 - g. Circulating or showing email, websites of a sexual nature;
 - h. Unwelcome leering, whistling, brushing against the body, or suggestive or insulting comments;
 - i. Comment on an individual's body, inquiries into one's sexual experience and discussion of one's sexual activities;

In the interest of preventing sexual harassment, the university will respond to reports of any such conduct.

- 1. In determining whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the location of the incident and the context in which the conduct occurred. In general, a charge of sexual harassment can only be addressed by the university when the university can reasonably be expected to have some degree of control over the alleged harasser and over the environment in which the conduct occurred.
- 2. Sexual harassment may include incidents between any members of the university community, including faculty and other academic appointees, staff, coaches, students, and non-student or non-employee participants in university programs, such as vendors, contractors and visitors. Sexual harassment may occur in hierarchical relationships or between peers.

PROVISIONS

1. Any member of the university community may report conduct that may constitute sexual harassment under this policy. In addition, supervisors, managers, and other designated employees are responsible for taking whatever action is necessary to prevent sexual harassment, to correct it when it occurs, and to report it promptly to the appropriate official designated to review and investigate sexual harassment complaints. An individual also may file a complaint alleging sexual harassment with the designated Complaint Resolution Officer as shown in Attachment A.

As a university, its employees, and students also must be aware of the need for freedom of inquiry and openness of discussion in its educational and research programs, and must strive to create and maintain an atmosphere of intellectual seriousness and mutual tolerance in which these essential features of academic life can thrive. No university can or should guarantee that every idea expressed in its classrooms or laboratories will be inoffensive to all; pursued seriously, education and scholarship necessary entail raising questions about received opinions and conventional interpretation. Concordia University Irvine does guarantee, however, that credible accusations of inappropriate sexual remarks or actions will be investigated promptly, thoroughly, and fairly.

2. It is a violation of the university's policy for any member of the university community to engage in conduct that meets the university definition of sexual harassment.
3. This policy also prohibits retaliation against a person who reports sexual harassment, assists someone with a report of sexual harassment, or participates in any manner in an investigation or resolution of a sexual harassment complaint. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.
4. As part of the university's commitment to providing a working and learning environment free from sexual harassment, this policy shall be disseminated widely to the university community through publications, websites, new employee orientations, student orientations, and other appropriate channels of communication. Several key locations on campus shall make educational materials available to all members of the university community to promote compliance with this policy and familiarity with university reporting procedures. In addition, the university shall designate university employees responsible for reporting sexual harassment and provide training to those designated employees. Generally, such persons include supervisors, managers, academic administrators, deans, department chairs, student advisors, graduate advisors, residence hall staff, coaches, security officers, student affairs staff, and health center staff. A written description of the university procedures for the resolution of sexual harassment complaints shall be available upon request from the designated Complaint Resolution Officers (see Attachment A).

5. The university shall provide a prompt and effective response to reports of sexual harassment in accordance with the procedure below. A prompt and effective response may include early resolution, formal investigation, and/or targeted training or educational programs. Upon findings of sexual harassment, the university may offer remedies to the individual or individuals harmed by the harassment consistent with applicable complaint resolution procedures. Such remedies may include counseling, an opportunity to repeat course work without penalty, changes to student housing assignments, or other appropriate interventions. Any member of the university community who is found to have engaged in sexual harassment is subject to disciplinary action up to and including dismissal. Generally, disciplinary action will be recommended when the harassing conduct is sufficiently severe, persistent, or persuasive that it alters the conditions of employment or limits the opportunity to participate in or benefit from university programs or activities. Any manager, supervisor, or designated employee responsible for reporting or responding to sexual harassment who knew about the harassment and took no action to stop it or failed to report it also may be subject to disciplinary action. Conduct by an employee that is sexual harassment or retaliation in violation of this policy is considered to be outside the normal course and scope of employment.
6. Because sexual harassment frequently involves interactions between persons that are not witnessed by others, reports of sexual harassment cannot always be substantiated by additional evidence. Lack of corroborating evidence or “proof” should not discourage individuals from reporting sexual harassment under this policy. However, individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth, may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

PROCEDURES

1. Making Reports of Sexual Harassment

Any member of the university community who feels that he or she has been the victim of sexual harassment and any member of the university community witnessing an incident of sexual harassment should report the incident as soon as possible after the alleged conduct occurs. Reports should be brought to the designated Complaint Resolution Officer (see Attachment A). If one of the Complaint Resolution Officers is the alleged offending party, or if the individual is uncomfortable reporting the incident to him (or her), or if it would be inappropriate to discuss the matter with him (or her), it should be reported to one of the other Complaint Resolution Officers.

Individuals making reports of sexual harassment shall be informed by the Complaint Resolution Officer about the range of possible outcomes of the report and the options for resolving potential violations of the university policy on sexual harassment. At a minimum, the options shall include (a) early resolution and (b) filing of complaints (which includes a formal investigation of complaint).

2. Early Resolution

The goal of early resolution is to resolve concerns at the earliest stage possible with the cooperation of all parties involved. Early resolution may involve an inquiry into the facts, but typically does not include a formal investigation. Early resolution shall be flexible and encompass a full range of possible appropriate outcomes. Early resolution may include options such as mediating an agreement between the parties, separating the parties, referring the parties to counseling programs, negotiating an agreement for disciplinary action, conducting targeted educational and training programs, or providing remedies for the individual harmed by the harassment.

Early resolution shall be concluded as promptly as possible and in most cases within thirty (30) days after an incident of sexual harassment has been reported to a Complaint Resolution Officer. The time period for completing early resolution may be extended by agreement of the parties.

3. Filing of a Complaint

In cases where early resolution is inappropriate or in cases where early resolution is unsuccessful, the university may conduct a formal investigation. In such cases, the individual making the report shall be encouraged by the Complaint Resolution Officer to:

- a. File a written complaint and request for formal investigation or
- b. The Complaint Resolution Officer may prepare a written summary of the reported incident(s) based on discussions with the individual making the report. The individual will be asked, but not required, to initial that summary as a means of verifying the facts.

Upon filing of a sexual harassment complaint, the Complaint Resolution Officer shall:

- a. Notify the individual accused of conduct violating the university policy on sexual harassment;
- b. Provide that individual with either a copy of the written complaint or a full and complete written statement of the allegations, and
- c. Provide copies of the university's policies and procedures for responding to reports of sexual harassment.

When a student is accused of sexual harassment, regardless of the status of the alleged victim (i.e., another student, a faculty member, etc.), the relevant student disciplinary procedures set forth in this policy shall apply. The individuals involved will be notified that a sexual harassment complaint has been received and will be investigated in accordance with this policy. If a university employee is accused of sexual harassment, his or her supervisor will be notified of the alleged offense. The individuals involved will be notified that a sexual harassment complaint has been received and will be investigated in accordance with this policy. When either a student or employee is accused, depending on the seriousness of the complaint, interim measures,

including suspension of the alleged offender from work with pay, if determined to be appropriate, may be taken before the complaint is fully investigated.

4. Formal Investigation

Upon the filing of a written complaint and request for investigation by the university or upon direction of the Complaint Resolution Officer, the university will investigate allegations of sexual harassment. The individual(s) conducting an investigation shall be familiar with the university policy on sexual harassment, the legal standards applicable to sexual harassment investigations, and the investigative techniques suitable for conducting sexual harassment investigations. In addition, the individual(s) conducting an investigation shall have training or experience conducting sexual harassment investigations.

Investigations will include:

- a. A review of relevant documents identified by the investigator;
- b. Interviews of the complainant and alleged offender;
- c. Interviews of all relevant witnesses identified by the investigator and the involved parties, and
- d. Ensure all persons notified maintain confidentiality. Investigations shall be concluded as promptly as possible and in most cases within sixty (60) days after the complaint and request for formal investigation was filed.

Within ten (10) days after completing the investigation, the investigator will prepare a written report that at a minimum includes:

- a. A statement of the allegations and issues;
- b. The positions of the parties;
- c. A summary of the evidence;
- d. Findings of fact;
- b. And a determination by the investigator as to whether university policy has been violated.

No later than five (5) days after the report is completed, the investigator shall submit the report to Complaint Resolution Officer with authority to implement the actions necessary to resolve the complaint.

5. Action on Investigative Findings

Within fifteen(15) days after the report of the investigator is received by Complaint Resolution Officer, the Complaint Resolution Officer will inform the complainant and the alleged offender in writing that the investigation has been completed and of the action taken by the university; provided, however, that the complainant shall only be informed in writing of any findings made by

the university that university policy was or was not violated and of actions taken by the university to resolve the complaint, if any, that are directly related to the complainant (such as an order that the alleged offender not contact the complainant). The complainant may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the alleged offender.

Within fifteen (15) days after the report of the investigator is received by the Complaint Resolution Officer, the Complaint Resolution Officer will also inform the complainant and the alleged offender that they may request a copy of the final investigative report. However, should the complainant or the alleged offender request a copy of the final investigative report, the report provided by the university shall be redacted to protect the privacy of personal and confidential information regarding all individuals other than the individual requesting the report.

6. Appeal Procedure

If the complainant or the alleged offender is not satisfied with the action on the investigative findings, he or she may appeal the case by the provision outlined in this sexual harassment policy. The alleged offender shall be permitted to appeal the actions taken by the university, but shall not be allowed to appeal any factual findings made by the university. The appeal process exists to review the appropriateness of initial decisions. Beyond not liking the original decision or sanction assigned, those appealing should have a defined and clearly articulated rationale. Appeals will be denied if they do not clearly reflect one or more of the following circumstances:

- a. A procedural error was prejudicial to the rights of the accuse;
- b. The sanction is inappropriate; or
- c. New information is available which was not available at the time of the investigation, and which would have substantially affected the decision made by the Complainant Resolution Officer.

7. Specific Procedures for Student Appeals

If a student chooses to appeal, the appeal should be submitted electronically by following the link provided in the written notice of the Complainant Resolution Officer. If a student is unable to submit an appeal electronically, he or she may submit a typed letter to the Complainant Resolution Officer. The appeal must be received within ten (10) days of the date on the written notice. Students will have only one opportunity to appeal. Students who do not participate in the investigation forfeit the right to appeal.

Appeals are conducted through an administrative hearing or a board hearing. The appointed Appeals Officer, or his/her designee, reserves the right to determine if an appeal will be presented to the appeals board or remain an administrative appeal. Upon review of the case, the appeals officer or appeals board may:

- a. Affirm or modify, either to increase or decrease, the sanction imposed by the Complainant Resolution Officer.
- b. In the case of procedural error or new information, direct such information to the investigator.

In all cases, whether adjudication is administrative or board hearing, students are expected to comply with sanctions while an appeal is pending, unless a request for a stay of sanctions (postponement) has been submitted in writing to the Appeal Officer and that request has been granted.

Administrative hearings are most common and are adjudicated by one appeals officer or his/her designee. The appeals officer, or his/her designee, will endeavor to provide the student with a decision within thirty (30) days of the receipt of the filing of the appeal. The decision will be communicated to the student in writing via CUI email, letter in the student's campus mailbox, hand-delivered letter, phone, or combination of these means.

The Appeals Board hearing consists of a represented group of University faculty, staff, and students selected by the Appeals Officer or his/her designee. The Appeals Board holds the right to establish whatever rules and guidelines it deems appropriate for any given hearing, but does not have the authority to interpret or modify University policy or the Concordia Code of Conduct.

8. Recording of Investigative Materials

The Complaint Resolution Officers are responsible for maintaining records relating to sexual harassment reports, investigations and resolutions. Records shall be maintained a minimum of five (5) years after the date the matter is resolved or longer at the discretion of the Complaint Resolution Officer in cases where the parties have a continuing affiliation with the university. If the alleged offender is a university employee, the personnel file of the alleged offender will state that an investigation was made and indicate the final outcome of the investigation. All records pertaining to pending litigation or a request for records shall be maintained in accordance with instructions from legal counsel.

ADDITIONAL ENFORCEMENT INFORMATION

The federal Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) also investigate complaints of unlawful harassment in employment. The U.S. Department of Education Office of Civil Rights (OCR) investigates complaints of unlawful harassment of students in educational programs or activities. These agencies may serve as neutral fact finders and attempt to facilitate the voluntary resolution of disputes with the parties. For more information, contact the nearest office of the EEOC, DFEH, or OCR listed in the telephone directory.

SEXUAL HARASSMENT COMPLAINT RESOURCE OFFICES (ATTACHMENT A)

If the alleged harasser is a:	You need to file your complaint with:	Refer to the following grievance policies:	The University will endeavor to resolve the grievance in:	The University will endeavor to make a decision regarding the appeal in:
Faculty or Staff Member	<p>Peter Senkbeil (Faculty Only) Vice President of Academic Affairs/Associate Provost Grimm Hall 315 (3rd Floor) 949-214-3202 peter.senkbeil@cu.edu</p> <p>Pamela Clavir (Faculty or Staff) Director of Human Resources Administration Building 200 949-214-3133 pam.clavir@cu.edu</p> <p>Gary McDaniel (Staff Only) Executive Vice President of Enrollment & Student Services Administration Building 300 949-214-3055 gary.mcdaniel@cu.edu</p>	<i>University Policy 712.3</i>	<p>90 days of the official complaint date.</p> <p>Please note that University holidays may interrupt and prolong the time line`</p>	<p>30 days of the official appeal date.</p> <p>Please note that University holidays may interrupt and prolong the time line`</p>
Student	<p>Karyn Pace Director of Judicial Affairs Administration Building, Suite 308 949-214-3050 karyn.pace@cu.edu</p> <p>Michelle Reinken, Ph.D. Assistant Director of Judicial Affairs Administration Building, Suite 312 949-214-3051 michelle.reinken@cu.edu</p> <p>Derek Vergara Associate Vice President of Student Affairs/Assistant to the President on Campus Diversity Issues/Dean of</p>	<p><i>2011-2012 Concordia University Irvine Student Code of Conduct at</i></p> <p>http://www.cui.edu/studentlife/studenthandbooks.aspx</p>		

	Student Affairs/Title IX Coordinator Administration Building 300 A/B 949- 214-3057 derek.vergara@cui.edu			
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20.2: INAPPROPRIATE SEXUAL BEHAVIOR

Unmarried students who engage in sexual behavior will be subject to the disciplinary process.

20.3: NONCONSENSUAL SEXUAL CONTACT

Nonconsensual sexual contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, without effective consent.

20.4: SEXUAL EXPLOITATION

Sexual exploitation occurs when a student takes or attempts to take nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit or to benefit or advantage anyone other than the one being exploited and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to the following:

1. Nonconsensual video or audio-taping of sexual activity;
2. Prostituting another person;
3. Going beyond the boundaries of consent;
4. Attempting to view directly, or through electronic means, another individual in a state of undress for prurient purposes, without his/her consent;
5. Knowingly transmitting an STD to another student.

20.5: NONCONSENSUAL SEXUAL INTERCOURSE

Nonconsensual sexual intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a man or woman upon a man or a woman, without effective consent.

DEFINITION OF “EFFECTIVE CONSENT”

Consent may be given by words or actions unmistakable in meaning. In order to be effective, consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. In order to give effective consent, one must be of legal age.

If you have sexual activity with someone you know to be or should know to be mentally or physically incapacitated (alcohol or other drug use, unconsciousness, or blackout), you are in violation of this policy and may be in violation of the law. Any time sexual activity takes place between individuals, those individuals must be capable of controlling their physical actions and be capable of making rational, reasonable decisions about their sexual behavior.

This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called "date-rape" drug. Possession, use, and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc., is prohibited, and administering one of these drugs to another student for the purpose of inducing incapacity is a violation of this policy. Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

Sexual activity includes:

1. Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts;
2. Intercourse, however slight, meaning vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact)

REPORTING PROCEDURES FOR SEXUAL MISCONDUCT (OTHER THAN SEXUAL HARASSMENT)

Nonconsensual sexual contact, nonconsensual sexual intercourse and sexual exploitation, whether committed by a stranger, friend, or steady dating partner, are criminal offenses subject to prosecution under the law. Furthermore, these acts are punishable under the Concordia Code of Conduct. In addition to being one of the most prevalent violent crimes on college campuses, sexual offenses are the most unrecognized and underreported crimes.

No student seeking medical treatment for or reporting sexual harassment or sexual assault will be subject to University disciplinary action for concurrent violations of policy. This policy shall extend to a student seeking help for another student. If you or someone you know has been a victim of a sexual crime, you may seek assistance by contacting the following University entities:

1. Dean of Student Affairs Office, Derek Vergara, Associate Vice President of Student Affairs/Assistant to the President on Campus Diversity Issues/ Dean of Student Affairs/Title IV Coordinator: 949-214-3057
2. Office of Residential Education and Services, Kimberly Chamberlain, Associate Dean of Students, Residential Education & Services: 949-214-3046
3. Wellness Center, Rebecca Kindreich, Director of Counseling Services: 949-214-3104

4. Wellness Center, Michelle Laabs, Director of Health Services: 949-214-3105
5. Campus Safety Office, Steven Rodriquez, Director of Campus Safety: 949-214-3003

Please visit the following website for additional resources and information:

<http://www.cui.edu/studentlife/judicial-affairs/>
<http://www.cui.edu/studentlife/wellness-center/>

21: SKATEBOARDING, ROLLERBLADING, AND SKATES

Skaters and rollerbladers do so at their own risk and may be held responsible for recklessness and/or injuries to others. Concordia is not responsible for injuries suffered while skating/rollerblading or injuries caused by skaters/rollerbladers. Skateboarding, rollerblading and skating inside Concordia buildings are prohibited. Skateboarding is prohibited in the main walkways that are reserved primarily for pedestrians. Performing skateboarding tricks is limited to the traffic turnaround only, and any skateboarding that damages University property is prohibited. Motorized skateboards and scooters on main walkways are prohibited.

22: SMOKING/TOBACCO USE

Smoking and the use of any tobacco products are prohibited inside any Concordia buildings, including residence halls, apartments, lounges and the “red tile” areas formerly designated for smoking. The use of tobacco by students under age 18 is prohibited; providing tobacco to any student under age of 18 is also prohibited. Smoking is permitted 25 feet from all buildings and in areas that will not impact fellow community members. Smokers are responsible for the proper disposal of all smoking materials.

23: STUDENT PROTESTS/DEMONSTRATIONS

In adhering to the principles and foundations of a liberal arts university and in adherence with the spirit and intent of the First Amendment, the University supports the rights of students to express their viewpoints in a peaceful manner that neither includes destruction of property nor hinders the operations of the University. This includes leading or inciting others to disrupt scheduled and/or normal activities within any campus building or that interferes with pedestrian or vehicular traffic on campus. In order to provide University support for your event, organizers are asked to notify and discuss intentions of your plans with Campus Safety and the Dean of Student Affairs Office as soon as possible.

24: THEFT

The theft, conversion, or unauthorized use of any property, equipment or resources of the University or other person is prohibited.

25: VIOLENCE, ABUSE, AND THREATENING BEHAVIOR TO SELF OR OTHERS

Both direct and indirect forms of verbal and written abuse, threats, physical harassment, intimidation, and violence against another person or their property, as well as conduct that threatens the health and safety of self (including threats or attempts of suicide) are prohibited. Violations of this policy can result in action by the University as well as criminal charges. Conduct violations motivated by bias toward characteristics including, but not limited to, race, gender, religion, or class, will result in significantly more severe sanctions, and may result in immediate suspension or expulsion.

Students who exhibit such behavior may be prohibited from living in University residential facilities, participating in academic programs or other University activities until cleared to do so by the Dean of Student Affairs, or designee.

26: UNAUTHORIZED USE OF UNIVERSITY PROPERTY OR PREMISES

Unauthorized entry and misuse of University premises or property, including but not limited to, access or attempted access through a window, entering a restricted area, the unauthorized use of computers or telephones, or other University equipment is prohibited.

26.1: COMMON AREAS

Areas intended for the common use of students such as the quiet study lounges, laundry rooms, Quad barbeques, etc. are to be used respectfully. Charges for repairs, replacements, required cleaning or damages caused by negligence or misuse of items in common areas will be assessed to the responsible person(s) or equally shared by residents within the building(s) when those responsible are not identified. These charges will be deducted from the deposit as "Common Area Damages". Residents and guests may not sleep in common areas.

26.2: DECORATIONS

All decorations must be arranged safely so that they do not cover or block exits, exit signs, walkways, elevators, lights, fire panels, or fire extinguishers. Decorations should not be attached to any fire safety equipment, including sprinklers. Fresh cut Christmas trees are not allowed in the residence halls; artificial or live potted trees are allowed. Candles are prohibited in the residence halls. All electrical materials and decorations must be Underwriter's Laboratories (UL) approved. No attachments can be made to the exterior of buildings without prior approval. For further clarification on decorations and the use of extension cords, please contact the Office of Residential Education and Services.

26.3: FACILITY OR GROUNDS ALTERATIONS

The University maintains the community facilities and grounds. No additions, alterations, or defacing, temporary or permanent, to the interior or exterior of any door, room, furnishings, hallway, building, or the grounds can be made without prior written approval from the Office of Residential Education and Services or the Dean of Student Affairs, or his/her designee. Residents may not put up fences or place signs, cultivate plants, or make other changes to the grounds without prior approval from the Office of Residential Education and Services. Any project that alters the appearance or integrity of a facility or the grounds or presents safety liabilities is prohibited.

26.4: FURNISHINGS

All University-provided furniture must remain in its assigned unit at all times. The relocation of University furniture to or from classrooms, laboratories, common areas, balconies, patios, residence hall rooms or apartments, storage rooms, or anywhere outside of the buildings is prohibited.

26.5: KEYS/LOCKS

Students may not reproduce any University keys, loan keys to another party, add locks to any doors, manipulate locks or door handles to gain entry without a key, or misuse a key in any way. Unauthorized room changes and key exchanges are prohibited.

26.6: ROOFTOPS

No student is permitted on any building's roof for any purpose. If an item is on the roof, please contact a University staff member to assist you.

26.7: POSTING

University-approved materials can be posted with approval from the Center for Student Leadership and Development.

26.8: SAFETY EQUIPMENT

The use, possession of, or tampering with safety equipment, including but not limited to fire alarms, smoke detectors, fire doors, door locks, and latches on University premises is illegal and prohibited and may result in severe disciplinary action.

26.9: SOLICITATION

University facilities such as the residence halls, the library and campus technology are intended for purposes as outlined in the University mission statement. Any solicitation should be reported promptly. Sales, solicitation and/or other business may not be conducted on campus or using campus facilities and technologies without prior written permission from the Dean of Student Affairs or his/her designee. This includes, but is not limited to, homes sales “parties,” sales activities using campus technologies and the internet, and solicitation for involvement in pyramid-type businesses.

The distribution of non-University sponsored flyers and other marketing materials that have not been approved by the Dean of Student Affairs Office are prohibited.

26.10: TECHNOLOGY

Concordia provides students with access to computer labs, computer networks, the internet, and telephones as a privilege—illegal behavior and/or violations of University policy may result in loss of this privilege. It is the University’s intention that these services be utilized first for academic pursuits. Students may utilize these services for personal or recreational purposes so long as these activities do not interfere with other students’ academic pursuits.

Please note that it is the student’s responsibility to protect their own property. The University will not be held liable for damage or loss of privacy due to computer hacking, viruses and/or worms, or other forms of electronic invasion.

1. Students are not allowed to use campus technology for business purposes.
2. Students may not use campus technology in ways that are illegal or violate provisions of the student conduct code.
3. Unauthorized entry into a file for any purpose is prohibited.
4. Unauthorized transfer, copy, and/or downloading of files (including use of peer-to-peer file sharing programs to download copyrighted materials) are prohibited.
5. Unauthorized use of another individual’s identification and/or passwords is prohibited.
6. The use of technology to send or receive obscene, abusive, or pornographic content is prohibited.
7. The use of technology to harass any person or persons will not be condoned and is also defined by the University as harassment.
8. The use of computer facilities to interfere with normal operation of the University computer system is prohibited and may also be defined by the University as theft and fraud.
9. Connecting any device (e.g. a hub, switch, or router) other than a personal computer to the University network is prohibited.
10. Manipulation of the University telephone system that results in telephone bills being assigned to another individual or the University is prohibited and also defined by the University as theft and fraud.

26.11: TRESPASSING

Accessing or attempting access to a room or facility without authorization is not permitted; nor is access or attempted access through a window permitted. Unauthorized entry into offices, maintenance closets, etc. is prohibited. Students and guests are prohibited from entering University buildings during break time without authorization. Students are not to access known restricted areas, including but not limited to emergency exit doors, fire escape doors, attic/roof access doors, ledges, fire escapes, attic spaces, rooftops, construction areas, etc.

Trespassing and utilizing any private property, including but not limited to an association swimming pool or recreation facility not owned by the University are illegal and prohibited.

26.12: VANDALISM/DAMAGES

Any malicious or non-malicious act that causes damage, destroys, or defaces any University, public, or private property is strictly prohibited. Tearing down posters, flyers, banners and door decorations is prohibited. Restitution determined by the University will be required.

27: WEAPONS AND EXPLOSIVES

Concordia University strictly prohibits the use or possession of firearms. Also prohibited are weapons such as, but not limited to, stun guns, daggers, retractable bladed knives, knives with a fixed blade over 2.5 inches (other than kitchen knives), nun chucks, paint pellet guns, any device which closely resembles a fire arm (such as BB guns, air pellet guns), slingshots, hunting equipment, explosives, spear guns, bows and arrows, and other dangerous items (including those used for decoration or display). Other dangerous items or implements used aggressively or for violent purposes are also prohibited. Mace and pepper spray must be registered with the Office of Campus Safety and may not be misused. The possession of fireworks, explosive materials and dangerous chemicals that can harm members of the University community and its buildings are prohibited. The above prohibitions extend to all buildings, areas and properties of Concordia University.

QUESTIONS

Derek Vergara

Associate Vice President of Student Affairs
Dean of Student Affairs
Assistant to the President on Campus Diversity Initiatives
Title IX Coordinator
Office of Dean of Student Affairs
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Kimberly Chamberlain

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Karyn Pace

Director of Judicial Affairs
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Michelle Reinken, Ph.D.

Assistant Director of Judicial Affairs
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949-214-3051
michelle.reinken@cui.edu

SOURCES

Azusa Pacific University, *Student Standards of Conduct*

Boston University, *Lifebook*

Model Training and Selection Manual Student Judicial Boards

By Linda Murphy and Melora Smith

Adjudicating Cases of Alleged Sexual Assault: A Judicial Training Manual. By Vicki Misir, Steven M. Janosik, Anne C. Schroer-Lamont, Lawrence A. Tucker, and Rebecca Wybright

Student Handbook Polices: A Form Manual for College Decision Makers. By Kent M. Weeks

Brown University, Code of Student Conduct

Peter Lake, JD, Charles A. Dana Chair and Director, Center for Excellence in Higher Education Law and Policy at Stetson University College of Law

W. Scott Lewis, JD, National Center for Higher Education Risk Management (NCHERM), Associate General Counsel for Saint Mary's College in Indiana

This handbook contains the Student Code of Conduct and University Policies only. The complete *Concordia University Irvine Student Handbook 2011-2012* may be found online at:
www.cui.edu/studentlife

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NOTES

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CONCORDIA
UNIVERSITY